STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MIKE FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local Education Agency Superintendents, Intermediate School District Superintendents, Public School Academies, Local Education Agency Special Education Directors and Intermediate School District Special Education Directors

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

Margaret Ropp, Ph.D., Director
Center for Educational Performance and Information

DATE: October 24, 2005

SUBJECT: Special Education – December 1, 2005 IDEA Count

The Center for Educational Performance and Information (CEPI) is responsible for the collection of education data. The Michigan Department of Education (MDE) works in collaboration with CEPI to collect all data required under the Individuals with Disabilities Education Act (IDEA). As part of this collaboration, a single system, the Michigan Compliance Information System (MICIS) is used to collect required IDEA data.

Intermediate School Districts (ISDs), in cooperation with their local educational agencies (LEAs) and public school academies (PSAs), must complete this count. ISDs and/or LEAs are required to submit data electronically to the MICIS. Data submitted to MICIS will be error checked. Only error-free data will be accepted into MICIS.

Web-based conferences regarding data submission and verification are being held in late October and throughout November. Participants should register at www.mi-iis.com.

The *MICIS 2005 Periodic Count Step-by-Step Guide* and the *December 2005 Technical Manual for Submission of Special Education Student and Personnel Data Counts* are available at www.micis.org and www.mi-iis.com. Also reproduced from the Technical Manual is a set of *General Instructions for the December 1, 2005 Special Education –IDEA Count.*

This year ISDs will need to report Least Restrictive Environment (LRE) data based upon where each child with an IEP is spending the majority of his or her day. FTE data will no longer be used to calculate LRE. This change was instituted with the fall Single Record Student Database (SRSD) collection and will be used for the December 1, 2005 count. Interagency Information Systems (IIS) can provide assistance to you in developing the processes that will help you report these data. Contact Ms. Norma Hackett at (269) 489-5255 or visit the Web site at www.mi-iis.com.

Submission Format:
Beginning December 1, 2005, the Special Education December 1 fields will match the field definitions of the SRSD file layout. There will be two format options for the special education Student Data File. The first is the complete SRSD format (for districts that are able to produce that file). The second format is a much shortened subset of the SRSD, including the demographic fields, the Special Education fields, and the UIC. See the *December 2005 Technical Manual for Submission of Special Education Student and Personnel Data Counts* for file specifications.

Submitting Dates:
After completing and reviewing your counts, transmit your data to the MICIS Web site between December 1 and December 21. **Districts will not be allowed to change student counts after January 13, 2006.**

We appreciate your continued cooperation and support in the education of children and youth with disabilities. Should you have any questions regarding this count, please contact Dr. Jim Nuttall immediately at (517) 335-0454 and for technical assistance, contact Ms. Norma Hackett at Interagency Information Systems at (269)489-5255.

JT:KR/ys

Attachment

OSE/EIS 05-30

General Instructions
Michigan Department of Education
Office of Special Education and Early Interventions Services
P.O. Box 30008
Lansing, Michigan 48909

SE-4568: General Instructions for the December 1, 2005
Special Education Student and Personnel Counts

Authority:	P.L. 108-446, Individuals with Disabilities Education Improvement Act (IDEIA 2004)
Completion:	Required. Funding will not be considered if this count is not completed and submitted to this department
Contacts:	Dr. James R. Nuttall (nuttallj@michigan.gov), phone: (517) 335-0454 Office of Special Education and Early Intervention Services
Technical Assistance and Support:	Interagency Information Systems contacts: Norma Hackett (nhackett@mi-iis.com), phone: (866) 731-2379 or (269) 489-5255; Mary Schrader (msodutch@aol.com), phone: (269) 496-5885; or Allan Knapp (akzoom@aol.com), phone (517) 485-8181.

Purpose of this manual

This document provides instructions for completing the December 1, 2005, special education student and personnel counts, as required by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA 2004). All data collected on the active student database, exited student database, and the personnel database are necessary to insure over 100 million dollars in special education funding for the State of Michigan. The completion of this count is a major priority of the Office of Special Education and Early Intervention Services (OSE/EIS). Your cooperation
with the completion of these counts is greatly appreciated.

Completing the Count

On December 1, 2005, districts operating special education programs are required to complete a count of:

(1) students currently enrolled in special education,
(2) students who have exited special education within the last twelve months, and
(3) currently employed special education personnel.

Data must be transmitted to the Michigan Department of Education over the internet via the Michigan Compliance Information System (MI-CIS) website (www.micis.org). Requirements for data format and data transmission are outlined in this *Technical Manual.* Data will be error checked at the MI-CIS website; there will be a test version of the submission program available for the December 2005 submission through the MI-CIS Pilot Site (www.micis.org), on or about
October 1, 2005. **Data must be error free before the data will be accepted.**
2005 Technical Manual for Submission of Special Education Student and Personnel Data December 2005 Submission 6 of 110.

Training, Technical Assistance and Support

Telephone conferences regarding data submission and verification will be held in October and November. Participants should register at www.mi-iis.com. The *MI-CIS 2005 Periodic Count Step-by-Step Guide* and this manual (*December 1, 2005 Technical Manual for Submission of Special Education Student and Personnel Data Counts)* are available at www.micis.org and www.mi-iis.com. Telephone support is provided by Interagency Information Systems at the telephone numbers listed above.

Student and Personnel Counts

Unduplicated Count:
The P.L. 108-446, IDEIA 2004, December 1 count is an unduplicated count of special education students. Districts are to count each special education student *once*. If a student attends more than one district, the districts must decide between themselves which district is the Primary Attending district that will count the student. In such a case, the district that does not count the student will be recorded as the Secondary Attending district. The Michigan Schools for the Deaf and Blind count students who are in attendance. Part of the submission of student counts to the MI-CIS system assigns each student a Student Unique Identifier (SUI). For most students, this will be the same as last year. Students having enrolled since the last count will receive a new SUI number.

Currently Enrolled Students:
On December 1, 2005, the ISD and its constituent LEAs should complete an unduplicated count of students currently enrolled in special education. Special education students from birth through 26 years of age are counted. Only special education students who meet the following criteria may be included in this count:

- The student must have an Individualized Education Program (IEP) or be placed on temporary placement on or before December 1, 2005,

- The student must be receiving special education programs and services in accordance with their IEP.

Exiting Student Count
The P.L. 108-446, IDEIA 2004, requires districts to submit a count of students exiting special education programs and services between December 2, 2004 and December 1, 2005. When exiting a student, the district should save all current data within the student's record and add the date exited and reason for exiting.

Personnel Count

The PL 105-17, IDEIA 2004, requires districts to submit a count of **currently employed** special education personnel. For a complete listing of personnel to be counted, please refer to Personnel Field 7: Areas of Approval, in the data manual. If you have teachers who are on (1) substitute permit or (2) full-year permit should be included in the personnel count, and provide their appropriate level of certification. There is no data collection of exited personnel. **WARNING!**

RMS users should not delete your exited personnel from your files without first checking to make sure that the provider of service is not entered on student records. Deleting personnel records violates a data system condition called Referential Integrity, and will cause multiple errors if you migrate to another system like MI-CIS. Error Checking and Audit.

Error Checking

2005 Technical Manual for Submission of Special Education Student and Personnel Data December 2005 Submission 7 of 110. Districts submitting data should check for errors prior to submission. There will be an additional error check process at the MI-CIS website (www.micis.org). When data is submitted it will be checked and an error report will be quickly e-mailed to your district for review. Data will not be moved into the MI-CIS December Count database until it is error free. The MI-CIS error check procedure will issue a data validation report indicating the acceptance of the data submission.

Back-Up Files (For non-Daily MI-CIS Users. MI-CIS Users need not back up their data)

Each district generating a count should maintain a back-up copy of their December 1, 2005 files. Frequently districts change their databases after completing the count. Back-up files ensure that the count data can be recreated if data is lost.

Departmental Data Verification of the December 1 Count

The Michigan Department of Education will conduct Data Verification tasks related to the submitted December 1 count data. The Data Verification will be part of the overall Continuous Improvement Monitoring System (CIMS). The Data Verification will examine specific fields and sets of fields to insure accurate submissions. For example, exit reasons will be checked to determine if a "moved" or "drop out" student is enrolled in another district. Follow up will be done on overdue IEP dates to encourage compliance. As part of the monitoring system, fields in some electronic records may be compared to physical records to check for accuracy: name of student, district providing student's program, birth date, IEP date, disability, services provided, educational setting, and reason for exiting.

Data Submission

Submitting dates:

After completing and reviewing your counts, transmit your data to the MI-CIS website between December 1 and December 21. *Districts will not be allowed to change student counts after January 13, 2006.*

Data File Submission:
The Michigan Department of Education (MDE) and the Center for Education Performance Information (CEPI) have agreed on a change in the format for the Special Education December 1 data collection. **Beginning December 2005, the Special Education December 1 fields will match the field definitions of the Single Record Student Database (SRSD) file layout. There may be slight differences between this manual for the December periodic count and the SRSD Manual; these differences are marked with either strikeout font for deletion of text, or underlined with font change for additions and clarifications. Many of the differences occur because programming edits referring to non-edited fields are superfluous. The field numbering in this manual maintains the SRSD field numbers, even when some fields are not included.** The data collection will be conducted using the Michigan Compliance Information System (MICIS). Student records will only be collected for special education enrollees active on December 1 and for those students who left Special Education in the past year. **Please note that the exited students include those for the entire year, not just those who have exited since the last collection.** The following file formats are to be used to submit student and personnel data to the MI-CIS website:

1) Current MI-CIS Student Database users whose data is up-to-date may submit, validate and certify their data count reports in the Data Exchange utility of MI-CIS. *2005 Technical Manual for Submission of Special Education Student and Personnel Data December 2005 Submission 8 of 110.*

2) The revised Special Education flat files will be the vehicle for those ISD/ESAs and Districts that do not use the MI-CIS Student Database module. The layout of the submission files is contained in this manual.

3) EETRK "sneakernet" files are accepted for the for Part C data submission.

ISD/ESA and LEA users have the option to submit data as an ISD or as separate LEAs. **All data are to be up loaded to the MI-CIS website (www.micis.org).**

The Revised Special Education Flat Files

There will be two format options for the special education Student Data File. The first is the complete SRSD format, (for those districts able to produce that file). The second format is a much shortened subset of the SRSD, including the demographic fields, the Special Education fields, and the UIC code. The shortened format eliminates the fields unnecessary for Special Education reporting. At the conclusion of the collection period, the data will be matched with SRSD Fall collection data for data quality purposes.

For those using the long format, please see the detail instructions in this manual to discover the fields we will edit. We will not edit or process any of the long format fields not included in this document, other than to insure that placeholders for the correct number of characters exist.

There are several fields in the Technical Manual that are marked as Optional fields. These are primarily fields collected through the SRSD submissions. We would like them

to be submitted here so that we can do an accuracy comparison with the SRSD files. OSE/EIS and CEPI are working together during the summer of 2005 to create a process for matching the MICIS SUI code with the CEPI UIC code, and to place accurate UIC codes on the MICIS data files. This will be done for Special Education students and Early On children. The completed project will allow OSE/EIS to gather the December count Optional fields from previously submitted SRSD
data. If the comparison testing shows data reliability, we will remove the Optional fields from the December count collection.

The December count Special Education data includes Active and Exited students. MICIS will accept five file types: Special Ed Active, Special Ed Exited, Special Ed Active and Exited, Special Ed Personnel, and Early On Sneakernet.